United Nations ST/IC/2003/33

Secretariat

27 May 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of April 2003 reflects a 2.55 per cent movement over the April 2002 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.3 per cent, with effect from 1 May 2003.

3. The amount of dependency allowances remains unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 May 2003, to $1,788 and $894 net per annum, respectively.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 May 2003 and will be reflected in the end of June 2003 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2002/33 dated 30 May 2002, will be in effect until further notice.

03-37198 (E) 300503

Annex

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2003

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	56 365	58 615	60 928	63 341	65 754	68 167	70 580	72 993	75 406	77 819	80 232*
	(Gross pension)	55 081	57 243	59 405	61 567	63 729	65 930	68 180	70 430	72 680	74 930	77 180*
	(Total net)	43 710	45 375	47 040	48 705	50 370	52 035	53 700	55 365	57 030	58 695	60 360*
	(Net pension)	43 710	45 375	47 040	48 705	50 370	52 035	53 700	55 365	57 030	58 695	60 360*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	50 759	52 792	54 824	56 857	58 889	60 988	63 168	65 348	67 528	69 707	71 887*
	(Gross pension)	49 694	51 848	53 600	55 552	57 506	59 457	61 411	63 364	65 331	67 364	69 396*
	(Total net)	39 562	41 066	42 570	44 074	45 578	47 082	48 586	50 090	51 594	53 098	54 602*
	(Net pension)	39 562	41 066	42 570	44 074	45 578	47 082	48 586	50 090	51 594	53 098	54 602*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	45 666	47 505	49 345	51 184	53 023	54 862	56 701	58 541	60 407	62 380	64 352*
	(Gross pension)	44 800	46 567	48 334	50 101	51 868	53 635	55 401	57 169	58 936	60 703	62 468*
	(Total net)	35 793	37 154	38 515	39 876	41 237	42 598	43 959	45 320	46 681	48 042	49 403*
	(Net pension)	35 793	37 154	38 515	39 876	41 237	42 598	43 959	45 320	46 681	48 042	49 403*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	41 086	42 750	44 414	46 077	47 741	49 404	51 068	52 731	54 395	56 058	57 722*
	(Gross pension)	40 395	41 994	43 593	45 193	46 793	48 392	49 991	51 590	53 189	54 789	56 388*
	(Total net)	32 404	33 635	34 866	36 097	37 328	38 559	39 790	41 021	42 252	43 483	44 714*
	(Net pension)	32 404	33 635	34 866	36 097	37 328	38 559	39 790	41 021	42 252	43 483	44 714*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	37 022	38 473	39 923	41 430	42 939	44 449	45 958	47 468	48 977	50 486	51 996*
	(Gross pension)	36 379	37 828	39 279	40 729	42 178	43 628	45 078	46 527	47 978	49 428	50 877*
	(Total net)	29 307	30 424	31 541	32 658	33 775	34 892	36 009	37 126	38 243	39 360	40 477*
	(Net pension)	29 307	30 424	31 541	32 658	33 775	34 892	36 009	37 126	38 243	39 360	40 477*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	33 417	34 730	36 043	37 356	38 669	39 982	41 347	42 714	44 080	45 446*	
	(Gross pension)	32 770	34 083	35 396	36 709	38 021	39 334	40 648	41 961	43 274	44 586*	
	(Total net)	26 531	27 542	28 553	29 564	30 575	31 586	32 597	33 608	34 619	35 630*	
	(Net pension)	26 531	27 542	28 553	29 564	30 575	31 586	32 597	33 608	34 619	35 630*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	30 147	31 334	32 521	33 708	34 895	36 082	37 269	38 456	39 643*		
	(Gross pension)	29 652	30 779	31 906	33 064	34 249	35 434	36 621	37 806	38 993*		
	(Total net)	24 013	24 927	25 841	26 755	27 669	28 583	29 497	30 411	31 325*		
	(Net pension)	24 013	24 927	25 841	26 755	27 669	28 583	29 497	30 411	31 325*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 788
Second language	894

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	61 077	63 291	65 506	67 720	69 935	72 149	74 364	76 578	78 793	81 007	83 222	85 436
	(Gross pension)	59 536	61 521	63 506	65 513	67 577	69 643	71 709	73 774	75 839	77 905	79 970	82 035
	(Total net)	47 143	48 671	50 199	51 727	53 255	54 783	56 311	57 839	59 367	60 895	62 423	63 951
	(Net pension)	47 143	48 671	50 199	51 727	53 255	54 783	56 311	57 839	59 367	60 895	62 423	63 951
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:
(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	49 673	52 143	54 614	57 084	59 554
	(Gross pension)	48 651	51 025	53 397	55 771	58 143
	(Total net)	38 758	40 586	42 414	44 242	46 070
	(Net pension)	38 758	40 586	42 414	44 242	46 070
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	43 701	45 607	47 512	49 418	51 323
	(Gross pension)	42 915	44 745	46 573	48 403	50 234
	(Total net)	34 339	35 749	37 159	38 569	39 979
	(Net pension)	34 339	35 749	37 159	38 569	39 979
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	40 064	41 804			
	(Gross pension)	39 417	41 089			
	(Total net)	31 647	32 935			
	(Net pension)	31 647	32 935			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	73 183	76 080	78 977	81 874	84 771	87 668	90 565	93 462	96 359*				
	(Gross pension)	70 614	73 313	76 014	78 715	81 414	84 114	86 816	89 517	92 217*				
	(Total net)	55 496	57 495	59 494	61 493	63 492	65 491	67 490	69 489	71 488*				
	(Net pension)	55 496	57 495	59 494	61 493	63 492	65 491	67 490	69 489	71 488*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	67 694	70 391	73 088	75 786	78 483	81 180	83 877	86 574	89 271*				
	(Gross pension)	65 483	68 000	70 515	73 032	75 548	78 063	80 579	83 095	85 611*				
	(Total net)	51 709	53 570	55 431	57 292	59 153	61 014	62 875	64 736	66 597*				
	(Net pension)	51 709	53 570	55 431	57 292	59 153	61 014	62 875	64 736	66 597*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	62 170	64 675	67 181	69 687	72 193	74 699	77 204	79 710	82 216*				
	(Gross pension)	60 517	62 761	65 011	67 348	69 685	72 021	74 359	76 696	79 033*				
	(Total net)	47 897	49 626	51 355	53 084	54 813	56 542	58 271	60 000	61 729*				
	(Net pension)	47 897	49 626	51 355	53 084	54 813	56 542	58 271	60 000	61 729*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	56 788	58 931	61 152	63 451	65 749	68 048	70 346	72 645	74 943*				
	(Gross pension)	55 492	57 552	59 610	61 668	63 728	65 821	67 964	70 106	72 249*				
	(Total net)	44 023	45 609	47 195	48 781	50 367	51 953	53 539	55 125	56 711*				
	(Net pension)	44 023	45 609	47 195	48 781	50 367	51 953	53 539	55 125	56 711*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	53 170	54 853	56 535	58 218	59 900	61 697	63 501	65 306	67 110	68 914	70 719*		
	(Gross pension)	52 014	53 631	55 247	56 862	58 479	60 095	61 710	63 328	64 943	66 625	68 308*		
	(Total net)	41 346	42 591	43 836	45 081	46 326	47 571	48 816	50 061	51 306	52 551	53 796*		
	(Net pension)	41 346	42 591	43 836	45 081	46 326	47 571	48 816	50 061	51 306	52 551	53 796*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	47 934	49 453	50 972	52 491	54 009	55 528	57 047	58 566	60 091	61 720	63 349	64 978	66 607*
	(Gross pension)	46 976	48 438	49 898	51 357	52 816	54 275	55 735	57 196	58 655	60 115	61 574	63 034	64 494*
	(Total net)	37 471	38 595	39 719	40 843	41 967	43 091	44 215	45 339	46 463	47 587	48 711	49 835	50 959*
	(Net pension)	37 471	38 595	39 719	40 843	41 967	43 091	44 215	45 339	46 463	47 587	48 711	49 835	50 959*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	42 677	44 039											
	(Gross pension)	41 927	43 236											
	(Total net)	33 581	34 589											
	(Net pension)	33 581	34 589											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 788
Second language	894

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	69 077	71 519	73 961	76 403	78 845	81 287	83 729
	(Gross pension)	66 777	69 056	71 333	73 610	75 887	78 165	80 443
	(Total net)	52 663	54 348	56 033	57 718	59 403	61 088	62 773
	(Net pension)	52 663	54 348	56 033	57 718	59 403	61 088	62 773
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	64 674	66 977	69 280	71 583	73 886	76 188	78 491
	(Gross pension)	62 762	64 826	66 969	69 115	71 261	73 408	75 555
	(Total net)	49 625	51 214	52 803	54 392	55 981	57 570	59 159
	(Net pension)	49 625	51 214	52 803	54 392	55 981	57 570	59 159
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	60 271	62 432	64 593	66 754	68 914	71 075	73 236
	(Gross pension)	58 821	60 757	62 693	64 627	66 627	68 640	70 653
	(Total net)	46 587	48 078	49 569	51 060	52 551	54 042	55 533
	(Net pension)	46 587	48 078	49 569	51 060	52 551	54 042	55 533
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	56 159	58 042	59 924	61 938	63 957	65 975	67 994
	(Gross pension)	54 879	56 690	58 499	60 311	62 121	63 930	65 773
	(Total net)	43 558	44 951	46 344	47 737	49 130	50 523	51 916
	(Net pension)	43 558	44 951	46 344	47 737	49 130	50 523	51 916
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	52 062	53 815	55 568	57 320	59 073	60 886	62 765
	(Gross pension)	50 945	52 629	54 313	55 999	57 683	59 367	61 052
	(Total net)	40 526	41 823	43 120	44 417	45 714	47 011	48 308
	(Net pension)	40 526	41 823	43 120	44 417	45 714	47 011	48 308
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	47 959	49 584	51 208	52 832	54 457	56 081	57 705
	(Gross pension)	47 005	48 565	50 124	51 685	53 245	54 805	56 365
	(Total net)	37 490	38 692	39 894	41 096	42 298	43 500	44 702
	(Net pension)	37 490	38 692	39 894	41 096	42 298	43 500	44 702
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	43 878	45 366	46 854	48 342	49 830	51 318	52 805
	(Gross pension)	43 079	44 508	45 938	47 368	48 799	50 230	51 660
	(Total net)	34 470	35 571	36 672	37 773	38 874	39 975	41 076
	(Net pension)	34 470	35 571	36 672	37 773	38 874	39 975	41 076
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	38 791	40 032	41 273	42 514	43 754	44 995	46 236
	(Gross pension)	39 123	40 428	41 732	43 037	44 341	45 645	46 950
	(Total net)	31 421	32 426	33 431	34 436	35 441	36 446	37 451
	(Net pension)	31 421	32 426	33 431	34 436	35 441	36 446	37 451
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 788
Second language	894

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
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Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2003/34

Secretariat

28 May 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children**

1. The after-school recreation and study programme is open to 5- to 11-year-old children whose parents work at the United Nations, delegations, consulates or specialized agencies of the United Nations system. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 33 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The autumn 2003 semester will run from Monday to Friday, beginning Tuesday, 2 September 2003, from 3.15 p.m. to 6.15 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 20 August 2003 to room S-2938.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

7. *Note premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

* Expiration date of the present information circular: 31 January 2004.

03-37848 (E) 030603

Application for the after-school recreation and study programme for United Nations children

Autumn semester 2003

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in after-school recreation and study programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $500 for each child per semester, which represents only part of the actual cost per child incurred by the programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the programme is discontinued. **There will be a late fee of $50.**

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest by 6.15 p.m. Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.

United Nations ST/IC/2003/35

Secretariat

3 June 2003

English only

Information circular*

To: Members of the United Nations staff payrolled from Headquarters

From: The Controller

Subject: **Registration of e-mail addresses for delivery of pay slips**

1. In an ongoing effort to improve efficiency and enhance client service, pay slips for staff payrolled from Headquarters will be sent to individual staff members via e-mail beginning with the end of June 2003 payroll. United Nations offices away from Headquarters that are not yet transmitting pay slips by e-mail will begin using this delivery modality for staff payrolled from their offices based on a schedule to be announced locally.

2. The transmission of pay slips via e-mail will ensure timely and secure delivery while providing staff the flexibility of accessing their pay slip from wherever they have access to their e-mail address. It is also more cost-effective than printing and distributing paper pay slips.

3. Successful use of this functionality, however, requires that e-mail addresses be accurate and up to date. An online e-mail registration web site to be used by staff members to record and maintain their e-mail address has been launched as follows:

United Nations Intranet web site: https://registration.un.org/

4. Staff members will be asked to provide their index number and to answer several questions for initial identification. They will also be asked to confirm their own official United Nations e-mail address. As the United Nations e-mail system is more robust than most personal e-mails, which are frequently subject to quota or volume limitations and expiration dates, staff should use only their official United Nations e-mail address for receipt of their e-PaySlips. Each user will receive at the e-mail address provided during the registration process an acknowledgement and an automatically generated password. The user will then be asked to change that initial password to a personal password of his or her choice. This will confirm both the accuracy of the current e-mail address and the identity of the staff member receiving future e-PaySlips.

* The present circular will be in effect until further notice.

03-38020 (E) 030603

5. Staff members having difficulty accessing the above Intranet site may register at the following site, using the process described above:

Internet web site: www.epas.un.org/unreg.nsf

As indicated by the address, this is the registration site already used for e-PAS, which uses the same registration process as e-PaySlip. Taking advantage of that commonality, and to facilitate the registration process for as many staff members as possible, staff who have already registered for e-PAS will automatically be registered for e-PaySlip, provided that they have already changed the automatically generated password to a password of their choice.

6. The actions needed are described in the following grid:

Registered for e-PAS	*Password changed*	*Action required*
Yes	Yes	None, you are automatically registered for e-PaySlip.
Yes	No	Change your password to complete the security requirements for e-PaySlip. (Password changes made for e-PaySlip will also be applicable to e-PAS.)
No	No	Register at one of the web sites noted above **and** change the system-generated password that will be e-mailed to you upon registering.

7. Staff members should ensure that they have registered for e-PaySlip or e-PAS at either of the two available web sites and that they have changed the automatically generated password by 10 June 2003 at the latest in order to ensure the proper receipt of future pay slips.

8. Staff members who register for e-PaySlip will automatically be registered to use e-PAS.

9. For assistance in the event that a problem is encountered while registering, staff should click "Support" at the bottom of the staff member registration log-in screen. Any staff member payrolled from Headquarters who subsequently has a problem receiving his/her e-PaySlip should request assistance via an e-mail to: imis-ny-payroll-helpdesk@un.org.

10. Any future change to a staff member's e-mail address must be registered through the use of one of the above-mentioned web sites to ensure receipt of pay slips. Maintenance of e-mail addresses through these sites is a staff member's responsibility.

11. Staff who do not have access to a computer and/or do not have an official United Nations e-mail address will continue to receive a printed pay slip until such access and/or address is provided.

United Nations ST/IC/2003/36

Secretariat

11 June 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Transportation of privately owned automobiles**

1. The purpose of the present information circular is to inform staff of the inclusion of Congo (Brazzaville) in the list of countries and territories where the Organization may provide partial reimbursement of the cost of transporting privately owned automobiles on initial appointment or change of duty station, effective 1 April 2003.

2. The provisions governing the transportation of privately owned automobiles are contained in administrative instruction ST/AI/176/Rev.3 and Amend.1.

* The present circular will be in effect until further notice.

03-39359 (E) 160603

United Nations ST/IC/2003/37

Secretariat

12 June 2003

Information circular*

To: Members of delegations and staff

From: Officer-in-Charge, Office of Central Support Services

Subject: **First day of issue — 20 June 2003: International Year of Freshwater stamps and souvenir card**

Commemorative stamps

1. On Friday, 20 June 2003, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "International Year of Freshwater". The General Assembly resolution establishing the Year encourages Governments, the United Nations system and all other organizations to take advantage of the Year to increase awareness of the importance of sustainable freshwater use, management and protection.

2. The stamps, in denominations of 23¢, 37¢, F.s. 0,70, F.s. 1,30, € 0,55 and € 0,75, were designed by Rick Garcia (United States of America). Each sheet of 20 stamps will accommodate 10 se-tenant horizontal pairs.

(United States equivalents: F.s. 0,70: 54¢; F.s. 1,30: $1.00; € 0,55: 65¢; and € 0,75: 88¢, subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 30 June 2003.

03-39524 (E) 130603

Souvenir card

3. A souvenir card on the theme "International Year of Freshwater" will also be issued on 20 June 2003. The card, which was also designed by Mr. Garcia, depicts the new stamps and carries a statement by the Secretary-General. The souvenir card will be available in mint condition as well as three cancelled varieties. Each cancelled card will be affixed with the stamps from the respective UNPA office in either New York, Geneva or Vienna and cancelled appropriately.

Special joint cover UNPA-Swiss PTT

4. To celebrate the International Year of Freshwater 2003, UNPA, Geneva and the Swiss PTT will issue a special joint cover on 20 June 2003. A se-tenant pair of the UNPA International Year of Freshwater stamp in Swiss francs and a stamp issued by the Swiss PTT are affixed to the cover and cancelled with a special cancellation created for this occasion. The envelope, in a limited edition of 20,000, will be numbered from 1 to 20,000.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Friday, 20 June, at the following locations:

(a) UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.